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THE PROCESS OF SELECTING NEW EMPLOYEES

This material consists of the Professional Selection Panel's report on "The Process of Selecting New Career Employees" and a digest of comments thereon by the Office Career Service Boards.

The CIA Career Service Board at its meeting of 10 March 1953 referred the Staff Study "Oral Examination of Applicants", dated 3 February 1953, with the comments by the head of each of the five major organizational components, to the Professional Selection Panel for specific recommendations with respect to the process of selecting new career employees.

The CIA Career Service Board at its meeting of 23 April 1953 considered the Panel's report of 17 April 1953 but tabled it until the Office Career Service Boards had been given an opportunity to comment on the Panel's conclusions and recommendations. The Panel's report and the digest of comments are attached.

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17 April 1953

MEMORANDUM FOR: The CIA Career Service Board
FROM: The Professional Selection Panel
SUBJECT: The Process of Selecting New Career Employees

1. The Professional Selection Panel was requested by the CIA Career Service Board to make specific recommendations with respect to the process of selecting new employees.

2. We believe that certain basic changes in policies governing career employees are necessary if the Agency's career program is to be effective. Until these basic changes are made it is unrealistic to develop a detailed procedure for selecting career employees.

3. We therefore submit for your consideration the following conclusions:

a. Appointments to the career staff shall be made on a trial-service basis.

b. The trial-service period shall be two years. //

c. In exceptional individual cases the initial trial-service period may be extended.

d. On completion of the trial-service period a final determination shall be made as to whether the individual is suitable for career employment.

(1) If found suitable his status as a permanent member of the career staff shall be confirmed.

(2) If found unsuitable his employment as a member of the career staff shall be terminated. Such termination shall not render the individual ineligible for employment by the Agency in another category.

e. Members of the career staff may occupy either non-professional or professional positions.

f. The final determination of suitability for career employment (in d above) shall, for employees in professional positions, be made by a special selection process.

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4. Recommendations

a. That the CIA Career Service Board adopt the above conclusions as Agency policy.

b. That the Board instruct this Panel to develop selection procedures based thereon.



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